

State of Michigan
Civil Service Commission

FINAL COMPENSATION BENEFICIARY DESIGNATION

Employee Name: (Last, First, Middle)	Employee I.D. No.	Social Security Number	Department/Agency
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Instructions: You may choose only one primary and one secondary beneficiary. However, if your children are to be your beneficiaries, you may designate more than one of your children. *Note: All surviving children listed as beneficiaries will share equally.*

PRIMARY BENEFICIARY:				
Name of Beneficiary	Social Security Number	Relationship	Address of Beneficiary	Birth Date

SECONDARY BENEFICIARY:				
Name of Beneficiary	Social Security Number	Relationship	Address of Beneficiary	Birth Date

Certification: I instruct my employing state department, in the event of my death, to pay all compensation due me to my primary beneficiary(ies) subject to the Civil Service Commission Rules and provisions provided on the second page of this form. If my primary beneficiary is not living to accept payment, my secondary beneficiary(ies) shall be paid. My estate shall receive payment if neither my primary nor my secondary beneficiary(ies) is living to accept payment.

Employee's Signature

Date

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

Distribution: Original to Personnel
Copy to Employee

SECTION 5-3.6 OF THE CIVIL SERVICE COMMISSION RULES

PAYMENT AT DEATH OF AN EMPLOYEE – The appointing authority shall pay the final wages due a deceased employee in accordance with a primary and secondary beneficiary designation filed by the employee under regulations issued by the state personnel director. In the absence of a valid beneficiary designation, payment is made only in accordance with the instructions of a court.

CIVIL SERVICE PROCEDURES FOR DESIGNATION OF BENEFICIARY

This is the only form on which a beneficiary designation or change of designation may be made. The provisions here and on the first page of this form are the procedures issued by the state personnel director, under Rule 5-3.6. Designation of a beneficiary is not mandatory; however, it is recommended. An employee may select a primary beneficiary and a secondary beneficiary (person to whom compensation shall be paid in the event of death or divorce of the primary beneficiary). Should an employee fail to designate a beneficiary, warrants for compensation due to death shall be held by the employing department until the administrator or executor of the estate files with that department a certified copy of the court order of appointment.

Monies payable to the beneficiary shall include, but may not be limited to: earned compensation, payment for remaining leave balances due, longevity pay, and reimbursement of expenses.

CANCELLATION

An employee may change a beneficiary designation only by filing a new CS-140 with a new beneficiary designation or with the word “none” shown. Separation from state service or transfer to another principal department will void the entire beneficiary designation form (CS-140) on file. When an employee separates on an approved early retirement, they must complete a new CS-140 to be kept on file with the State Employees’ Retirement System for payment of any remaining leave balances. Divorce from a spouse designated as beneficiary or death of an individual named as beneficiary will void the designation of that person as a beneficiary, but does not void other designated beneficiaries on the same CS-140. In the event that an employee chooses to designate an ex-spouse as beneficiary, they must complete a new CS-140 indicating the revised status of the relationship.

INSTRUCTIONS TO PERSONNEL OFFICES

In the event of an employee’s death, the personnel office will deliver a Final Compensation Beneficiary Affidavit (Form CS-140a) to any named beneficiary(ies). The CS-140a must be completed and returned to the employing department, along with a copy of the beneficiary’s social security card, before any voucher for final compensation can be disbursed. If a social security card is not available, copies of other identification such as a driver’s license and/or a birth certificate must be submitted.

In the event compensation is being divided equally among the deceased employee’s surviving children, each must complete a separate CS-140a and submit it to the Personnel Office along with a copy of their social security card or other appropriate identification, such as a driver’s license and/or a birth certificate.

Before any voucher for payment due a deceased employee is made to a designated beneficiary, the department must receive identification showing that the beneficiary is the person named.

If there is any question as to the identity or relationship of the person claiming to be the beneficiary, the appointing authority or designated representative may make whatever investigation is necessary to ensure that payment will be made to the proper person.

If the beneficiary is either a minor or a person with a legally appointed guardian, the warrant shall be delivered to the guardian upon the guardian providing a certified copy of the court order of appointment and proof of identification.